

HEARD COUNTY SCHOOL SYSTEM
JOB DESCRIPTION

POSITION TITLE: School Bookkeeper

QUALIFICATIONS:

1. Minimum of High School Diploma or GED
2. Training or successful experience in bookkeeping desired.
3. Physically able to perform assigned duties
4. Acceptable criminal background check

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of bookkeeping principles and methods and their application to work situations. Considerable knowledge of computers and skill in the use of a typewriter, copy machine and other standard office machines. Knowledge of rules and regulations controlling budgetary and internal record-keeping activities. Ability to work independently and carry out assignments to completion with little or no supervision. Ability to keep complex records and to assemble and organize data for preparing reports. Ability to maintain effective working relationships with other employees. Extensive knowledge of the operation and programs of the school system. Ability to deal effectively and courteously with students, parents, school employees and the general public.

REPORTS TO: Principal or his/her designee

JOB GOAL: Keep accurate account of all activity funds, using the systems required by the Heard County Board of Education, making it possible to trace all funds from their source to the bank, thence to the vendor, with documentation.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

A. Work Habits

1. Observes assigned work hours.
2. Maintains a pattern of prompt and regular attendance.
3. Follows the daily schedule as prescribed.
4. Adjusts to work assignments and/or schedule changes.

B. Performance Responsibilities

1. Counts and receipts all school monies.
2. Prepares and conducts bank deposits daily or as directed.
3. Processes payments on accounts as they become due.
4. Enters all transactions into computer (if applicable).
5. Balances bank statement each month and submits copy to school system bookkeeper.
6. Maintains accurate paper trail on all transactions for auditing purposes and accurate/current account balances on each fund.
7. Distributes purchase orders as requested and maintains accurate records on expenditures of accounts.
8. Prepares and submits, for payment, all purchase orders for purchases made through the school budgeted funds.
9. Issues payment to vendors by check, maintains files of paid invoices, charging expenditures to proper activity account.
10. Prepares change boxes for student and special activities and accounts for monies.
11. Provides general clerical support in the school office if required.
12. Performs other duties as assigned by the principal or his/her designee.
13. Demonstrates ethical behavior and confidentiality of information about students in school environment and community.
14. Maintains a cooperative working relationship with principal, students, parents, staff and public.

C. Training and Experience

1. Maintains expertise in assigned area.
2. Participates successfully in professional learning opportunities available to increase skill and proficiency related to assignment.
3. Participates successfully in computer training to attain and/or maintain skills necessary to achieve proficiency on performance responsibilities.

D. Personal Qualities

1. Demonstrates a positive attitude toward work assignment.
2. Accepts responsibility for the work assigned.
3. Maintains appropriate appearance and personal hygiene.
4. Accepts constructive criticism.

E. Additional School Level Responsibilities

- 1.
- 2.
- 3.
- 4.

PHYSICAL REQUIREMENTS: Must be able to sit for extended periods of time, bend, squat, reach, and lift, carry, push or pull light weights.

EVALUATION:

Performance evaluation is ongoing. Annual evaluation completed by Principal or his/her designee.